

Ohio's State Opioid and Stimulant Response (SOS) Grant

GPRA Follow-up Reminder Postcards

Directions: This document has sample language for creating postcard reminders for clients about upcoming follow-up interviews. Customize the template to suit the needs of your agency, including using appropriate local logo and agency contact information.

As a reminder, for confidentiality reasons, you will want to use neutral stationery, a neutral greeting, and a neutral return address. You do not want to mention drugs, alcohol, mental health treatment, or the name of a treatment agency. “Community Health Study” is a neutral phrase you can use. Consider including an 800-number.

For printing the postcards, here are guidelines from the United States Postal Service regarding the [mailing dimensions for post cards](#).

There are two versions of reminder postcards:

- **Almost Time for Your Follow-Up Interview**
 - Send this postcard one month before the client’s follow-up interview window opens, which is 4 months after the date of their intake interview
- **Time for Your Follow-Up Interview**
 - Send this postcard after the follow-up window opens, which is 5 months after the date of their intake interview

Almost Time for Your Follow-Up Interview

YOUR PROGRAM NAME would like to schedule your follow-up interview that is due soon. Please call us at **YOUR PHONE NUMBER** to schedule this quick interview.

This confidential interview takes less than 30 minutes, and you will get a \$30.00 gift card for your time.



YOUR AGENCY NAME & CONTACT INFO

Time for Your Follow-Up Interview

YOUR PROGRAM NAME has been trying to contact you for a **QUICK telephone interview.** Please call us as **YOUR PHONE NUMBER.**

This confidential interview takes less than 30 minutes, and you will get a \$30.00 gift card for your time.



YOUR AGENCY NAME & CONTACT INFO